

Please note the following is a schedule for the 2007 calendar year for accepting applications for Variances and Special Exception Permits. These deadlines are in order to meet the advertising and public notice requirements for Variances and Special Exceptions. This does NOT mean that an application will be on the agenda if City Staff needs to review the applications in detail. Applications MUST be complete and the application fee must be paid by the deadline. The schedule is tentative and subject to change without notice:

DEADLINE FOR ACCEPTING APPLICATIONS	PLANNING AND ZONING BOARD MEETING DATE
April 12, 2007	Monday May 7, 2007
May 17, 2007	Monday June 4, 2007
June 14, 2007	Monday July 2, 2007
July 19, 2007	Monday, August 6, 2007
August 16, 2007	Monday, September 10, 2007
September 13, 2007	Monday, October 1, 2007
October 18, 2007	Monday, November 5, 2007
November 15, 2007	Monday, December 3, 2007



THE CITY OF WINTER GARDEN

PLANNING, ZONING AND DEVELOPMENT

270 W. PLANT STREET

WINTER GARDEN, FL 34787

TEL. (407) 656-4111 • FAX (407) 654-1258

www.cwgdn.com

PETITION FOR SPECIAL EXCEPTION PERMIT

Section 118-99 of the City of Winter Garden Code of Ordinance requires that each applicant for a Special Exception Permit submit a written Petition providing certain information and clearly describing how the Special Exception request satisfies all the specific conditions necessary for the granting of the Special Exception. Please provide the information requested in sufficient detail in order to assist the planning and zoning board in making their determination as to this Petition (use additional sheets if necessary):

OWNER OF RECORD

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EXT. _____ FAX: _____

E-MAIL: _____

APPLICANT / CONTACT PERSON (IF DIFFERENT):

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EXT. _____ FAX: _____

E-MAIL: _____

1. If Corporation, Names of President and Secretary:

PRESIDENT: _____ SECRETARY: _____

2. Property ID Number: _____

3. Address of site: _____

4. Is a full legal description attached?

5. Is a copy of a survey attached?

6. Number of Acres: _____

7. Describe the nature of your request:

8. I understand that the City of Winter Garden requires that the applicant be responsible for reimbursing the City for all advertising costs associated with this application, including postage for notices to adjacent property owners, and for newspaper advertising as required by the Florida Statutes and the City Code. I understand that I will be billed for these costs and will be responsible for paying them, whether or not my application for a Special Exception Permit is successful.

In addition, if this application is deemed to require review by the City Engineer, City Surveyor and/or City Attorney, I understand that I or my company will be responsible to pay for any and all reasonable legal, engineering, or surveying fees incurred by the City of Winter Garden in the process of reviewing the above project. I also understand that if this project property is sold, I or my company will be responsible to ensure that the new owner writes a similar letter accepting all the responsibility to pay for any and all reasonable legal, engineering, or surveying fees incurred by the City of Winter Garden in the process of reviewing this project from the date the property is sold.

An Applicant shall provide prompt written notice to the City manager in the event of a change in ownership of all or a portion of a lot, tract, or parcel of real property with the respect to which an Application , or project is pending before the City.

I understand and agree to the above statements.

Yes

No

All invoices for the costs associated with this project should be sent to:

PROJECT NAME OR ADDRESS: _____

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

I/we hereby certify that I/we are the owner(s) of the real property which is the subject of this Petition and that the foregoing information on this Petition is true and complete.

Signature of the Applicant: _____

Print Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, as _____ of _____, who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC

Print Name: _____

My Commission Expires: _____

NOTE: If the Petitioner wishes to be represented by an agent, a limited power of attorney must be properly executed and provided to the City along with this application.

Submittal Requirements:

1. Site plans—5 copies **folded** if larger than 11" x 17"
2. Legal description
3. Proof of ownership (i.e. a copy of the deed)
4. Fees - The non-refundable fees for Special Exception Permits are as follows:
 - a. For-profit business: \$500.00
 - b. Not-for-profit: \$200.00
 - c. Extension of permit: \$200.00
5. Limited power of attorney (if signed by agent of the owner)

Note: 12 additional copies of the site plans will be required for the P&Z Board

Procedure:

The Procedure for a Special Exception Permit is defined in Sections 118-96 through 118-102 of the City's Code of Ordinances. In general, the petition shall be heard and approved, denied or approved with conditions by the Planning and Zoning Board at an advertised public hearing.

Code of Ordinances:

The City of Winter Garden's Code of Ordinance can be found on the Internet at www.municode.com. Access to the Internet can be obtained at any branch of the Orange County Library.